PROGRESS REPORT
FOR THE PRESIDENT
ON
IMPLEMENTATION
OF
EXECUTIVE ORDER 12352

November 1, 1982

OFFICE OF MANAGEMENT AND BUDGET

PROGRESS REPORT ON IMPLEMENTATION OF EXECUTIVE ORDER NO. 12352

SUMMARY

Executive Order 12352 on "Federal Procurement Reforms" was signed on March 17, 1982. It requires heads of executive agencies and the Office of Management and Budget (OMB) to make fundamental reforms in the Federal procurement process to ensure effective and efficient spending of public funds. It specifically requires that heads of agencies initiate a series of procurement reforms and that OMB's Office of Federal Procurement Policy (OFPP) work with the agencies to provide broad policy guidance and overall leadership, and to report progress to the President. The Director of the Office of Personnel Management (OPM) is directed to ensure that personnel policies and standards meet agencies' needs for a professional procurement work force.

Since the first progress report was submitted on August 6, 1932, the following things have been accomplished:

- The five interagency task groups responsible for identifying ways and means for agencies to fully implement the Executive Order completed their planning and began to execute their plans. One hundred thirty-one people from 26 agencies are working on these task group efforts, representing a substantial contribution by both the organizations and individuals who must continue to manage their agency workloads with reduced resources.
- o Forty-three agencies designated Procurement Executives who have authority, responsibility, and accountability for managing their agencies' procurement systems and programs.
- OPM issued proposed final classification and qualification standards for Government employees in the contracting occupation for a formal "second review." Agencies and other interested parties submitted comments. Though significant disagreements remain, the concerned parties are working to resolve them.
- O The Defense Department, the General Services Administration, and the National Aeronautics and Space Administration are working together to complete and publish a single Federal Acquisition Regulation by July 1, 1983, in accordance with their Memorandum of Agreement. However, requirements of the Paperwork Reduction Act may affect issuing the FAR by this date.

TABLE OF CONTENTS

	Page
Significant Events	2
Federal Acquisition Regulation (FAR)	3
Personnel Classification and Qualification Standards	4
Task Group Efforts	5
Agency Implementation Actions	7
Attachments	

- 1. List of Agency Procurement Executives
- 2. Draft Flow Chart depicting the Federal Procurement Process

SIGNIFICANT EVENTS

- August 17
- OPM released proposed final classification and qualification standards for procurement personnel, for agency and public comment.
- August 18

The Executive Committee reviewed the final work plan of the interagency task group charged with identifying ways for agencies to improve and evaluate the performance of their procurement systems. The Committee also assessed the progress of the task groups on career management programs and clear lines of contracting authority and accountability, whose plans were completed in July.

September 15

The Executive Committee reviewed the final work plans of the interagency task groups on simplifying small purchases and reducing administrative costs and burdens. The Committee also considered the steps it should take to facilitate resolution of outstanding issues in the development of the procurement personnel standards.

September 21

Top acquisition executives from OFPP, DOD, GSA, and NASA met with OPM Director Devine regarding the proposed final personnel standards for the procurement field.

September 22

OFPP briefed the Federal Procurement Council (FPC) on the activities and progress of the Executive Committee and its five interagency task groups. The FPC, comprised of procurement representatives of the 24 largest federal agencies, is the principal mechanism for consultation between OFPP and these agencies regarding implementation of the Executive Order and the proposed Uniform Federal Procurement System.

September 30

Designations of Procurement Executives were received from all agencies that had been requested to provide them. A complete list of Agency Procurement Executives was compiled. (See Attachment 1.)

October 5

The Chairmen of the five interagency task groups briefed representatives of industry associations on their planned efforts, and solicited ideas and advice for ensuring that the task groups generate recommendations that, when implemented by the agencies, will reduce the administrative costs and burdens borne by contractors.

- (1) Reduce the proliferation of regulations;
- (2) Eliminate conflicts, redundancies, and inconsistencies;
- (3) Provide a regulation that is simple, clear, and understandable;
- (4) Provide one face to industry; and
- (5) Eliminate unnecessary burdens on the economy, organizations, and individuals.

Agency Conversion to the FAR System.

A tremendous amount of planning and substantial lead time are required for agencies to convert from the status quo to the FAR System. Among the tasks <u>each agency</u> must perform are:

- (1) Writing the individual agency's supplement to the FAR;
- (2) Familiarizing its work force with the FAR and providing training in how to use it;
- (3) Actually substituting the FAR for other regulations now on office shelves, and establishing routine use of the FAR in lieu of those other regulations;
- (4) Adapting systems both automated and manual that generate solicitation and contract documents so that FAR provisions and clauses are incorporated.

Few agencies have gotten past very preliminary planning stages. OFPP will launch a program in December to alert agencies to their responsibilities and help them get underway.

We will keep you apprised of agency progress in this crucial area.

PERSONNEL CLASSIFICATION AND QUALIFICATION STANDARDS (Section 3 of E.O. 12352)

OPM issued proposed final classification and qualification standards for Government employees in the contracting occupation for a formal "second review." Agencies and other interested parties submitted comments. Though significant disagreements remain, the concerned parties are working to resolve them.

The task group has produced its first two products, which are a flow chart of steps and functions in the federal procurement process (see Attachment 2), and a set of key definitions applicable to competitive procurement.

These products have been distributed Government-wide for comment. When completed, they will provide the basis for developing criteria to be used in enhancing competition and evaluating and certifying system performance. Agencies may then develop performance standards based on these criteria.

Task Group 4: Reducing Administrative Costs and Burdens.

The task group includes over 50 people from 12 agencies and covers a wide range of subject areas. Due to the size of the staff and the scope of the group's responsibilities, staffing and planning took longer than expected. However, this extended initial phase has proven to be time well spent in forming a solid base. As a result, the task group is on schedule once again.

The group's Work Plan focuses on tasks that have merit, are doable, and have a high payoff. They fall into the following six areas:

- 1. <u>Document Simplification</u>. Review solicitation and contract formats and determine elements that can be simplified, shortened, or eliminated.
- 2. Reporting. Review procurement reports that flow from the private sector to the Government and internal Government procurement reports, and determine how to make them less burdensome.
- 3. <u>Automation</u>. Apply computer technology to selected procurement tasks and develop a periodic listing of automated procurement systems and a long range procurement automation plan.
- 4. Contract Placement. Review the pre-award process and identify ways to simplify or eliminate burdensome requirements.
- 5. Contract Administration. Review the post-award processes, and Identify ways to simplify or eliminate burdensome requirements.
- 6. Major Systems Acquisition. Review existing initiatives and determine how they can be applied by all Federal agencies.

The task group is sending letters to the chief executive officers of a number of firms which represent a cross section of companies doing business with the Government. The letters request industry suggestions for reducing administrative costs and burdens. Other contacts are being made with selected agencies and firms regarding specific areas of interest.

Task Group 5: Simplifying Small Purchases.

Individual group members are in the process of analyzing specific small purchase and payment techniques, and determining whether and how they can be (1) further simplified to reduce the time, complexity, and paperwork involved in most

TASK GROUP EFFORTS

General.

Executive Order 12352 directs the accomplishment of those procurement reforms that can be carried out administratively, without depending on or waiting for Congressional action to change statutes. Five interagency task groups are working to identify specific ways and means for agencies to fully implement the Executive Order. The task groups, whose efforts are expected to continue until late 1983, are made up of employees from 26 different agencies who have been chosen by their superiors to contribute substantial time and work to achievement of the groups' objectives. They are not conducting another round of studies, but are developing concrete guidance to assist the agencies.

In the task group forum, the agency representatives can brainstorm, analyze alternatives, and develop recommendations and associated guidance and supplementary materials to provide a truly useful blueprint for agencies to build upon, requiring a minimal additional investment of time and resources by each agency before it can take specific actions to implement reforms.

Since many of the task group participants will also be users of the task group output, they have ample incentive to produce practical and significant recommendations and guidance.

Task Group 2: Establishing Clear Lines of Contracting Authority and Accountability.

This task group has subdivided its topic into four subject areas:

- a. The flow of contracting authority and organizational placement of the procurement function;
- b. The roles, responsibilities, and duties of contracting officers;
- c. The concept of the "Head of a Procuring Activity" and its relationship with the Procurement Executive; and
- d. The significance of signature authority, as opposed to award authority, in the procurement process.

The task group is presently reviewing draft working papers on these issues. These papers, when fine-tuned, will form the basis of the task group's final recommendations for use by the agencies.

Task Group 3: Improving Government Procurement System Performance.

This group has subdivided its task into two subject areas:

- Enhancing competition, and
- o Evaluating and certifying procurement system performance.

7

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transactions, and (2) applied to more purchases (e.g., by eliminating restrictive dollar thresholds) by more agencies. To enhance the effectiveness of this work, the group is systematically soliciting specific suggestions from small businesses who deal with the Government, Government employees who actually perform the small purchasing function, and private companies who engage in small purchasing from each other. The group is also focusing on automation and forms, to develop guidance for automating small purchasing operations and to evaluate the potential for elimination, consolidation, or improvement of the forms used in small purchasing.

Task Group 6: Career Management Programs.

This task group is evaluating its subcommittees' first three draft packages, ultimately intended to be used by the agencies in developing or improving their (1) procurement intern programs, (2) contracting officer qualifications, and (3) infrastructures for career management programs.

The Procurement Intern Program package contains an intern program checklist to assist procurement executives, and forms for intern progress appraisal and intern program evaluation.

The Contracting Officer Qualification package includes a model Contracting Officer Qualification standard for use by Government agencies.

The Infrastructure package contains a procurement career management plan, five-year plans, and guidance for establishment of agency (1) Procurement Career Boards and (2) Procurement Personnel Information Systems.

While these drafts are undergoing review, three new subcommittees are preparing guidance for recruitment, training, and instruction of procurement personnel.

AGENCY IMPLEMENTATION ACTIONS

Agency heads are responsible for implementing Section 1 of Executive Order 12352. Twenty-six executive agencies are contributing the time and talents of their employees to the intergency task group efforts now underway. Because the task groups are laying the foundations for implementation, agencies are not expected to expend scarce resources duplicating that work at the agency level. Instead, agencies will assist the task groups and then build upon their products. The major milestone during the quarter was the designation of Agency Procurement Executives by all of the forty-three agencies requested to do so. Each agency has taken this major step in implementing Subsection 1(i) of the Executive Order.

Some agencies are pursuing internal reviews and reforms that foster implementation of the Executive Order without duplicating task group efforts. Some of these initiatives began independent of the Executive Order, but with the same spirit and intent. All of them are designed to result in improved procurement processes, practices, or practitioners. Examples of these activities keyed to the part of the Executive Order that they serve to implement, are:

E.O. Section

I(a) - Reduce Administrative Costs and Other Burdens

Activity

The Environmental Protection Agency has:

- o Instituted a pilot program for "fast track" processing of procurements under \$500,000, with a goal of reducing lead time by 30 percent.
- o Standardized and simplified formats for Requests for Proposals for use by all EPA contracting activities.
- o Increased use of oral orders for purchases under \$5,000, resulting in reduced paperwork.

The <u>General Services Administration</u> has developed a fast-track method of processing leases that will significantly cut the processing time.

The Department of Energy completed development of standard sets of general provisions for thirteen different contracting situations. When fully implemented, this standardization will result in more uniform contracts for the contractors doing business with the Department.

Under the <u>Department of Defense</u> Contract Simplification Program, each of the Military Services and the Defense Logistics Agency are selectively testing various methods of reducing and simplifying contractual documents. Upon completion of two testing phases, advantageous new procedures, techniques, and forms will be incorporated into procurement regulations.

I(d) - Enhance competition

The Department of Energy has issued a departmental order that (1) establishes strict controls and procedures for the examination, preparation, coordination, and approval of a justification for noncompetitive procurement and (2) authorizes the contracting officer to reject a programmatic recommendation to procure on a noncompetitive basis regardless of concurrences obtained in the approval process.

9

The General Services Administration has drafted strict guidelines for all civilian agencies to follow in justifying sole source procurements. These guidelines are being circulated for comment.

The Department of the Interior is conducting a procurement management study to determine the number of noncompetitive procurements, the reasons for them, and what actions are necessary to reduce or eliminate them.

Within DOD, the Military Departments and DOD Agencies have designated advocates for competition at each procurement activity and have established goals for increasing competition. Other ways to enhance competition are being investigated: increasing competition in subcontracting; the area of competition based on factors other than price is being examined to see if additional guidance or clarification is required; and an examination is being made of the business factors impacting sole source decision making.

I(h) - Develop a highly qualified, professional work force

A Department of Energy training task group surveyed DOE procurement personnel to ascertain training accomplishments and requirements. Courses will be developed to serve perceived needs and will be taught at DOE activities.

The EPA has established a procurement intern program.

The <u>Veterans</u> Administration is including contracting officer training as a consideration in its budget formulation process for fiscal year 1984. It is anticipated that sufficient funds will be available to implement a mandatory contracting officer training program now being developed. The VA also expects to supplement ongoing efforts in FY 1983 to enhance training in contracting.

The <u>Small Business Administration</u> has a training committee, chaired by the Procurement Executive, developing courses for contracting officers and contract specialists in SBA, with emphasis on those assigned to the 8(a) program. This training will be conducted within the presently authorized budgetary limits.

The <u>DOD</u> is reviewing its existing procurement intern programs to assure the accession of high quality personnel at the entrance level.

The National Aeronautics and Space Administration has reviewed a considerable portion of the revised draft of the Federal Acquisition Regulation to determine what sections will require supplementation by NASA. This process will facilitate the drafting of a NASA supplement to the FAR.

The Department of Agriculture established a Departmental Procurement Council to begin immediate implementation of the Executive Order. The Procurement Council is initially concentrating on developing (1) a plan for selecting and designating agency procurement executives, (2) a career management plan, with special emphasis on instituting a contracting officer warrant system, (3) a plan for establishing clear lines of contracting authority and accountability, and (4) a plan to implement the new Federal Acquisition Regulation.

2

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Page 2 of 6

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Page 6 of 6

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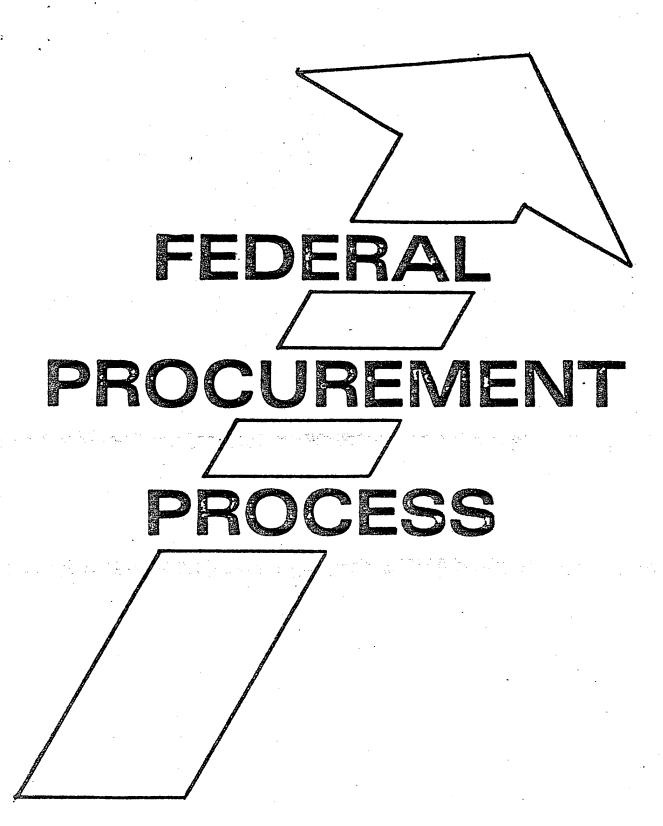
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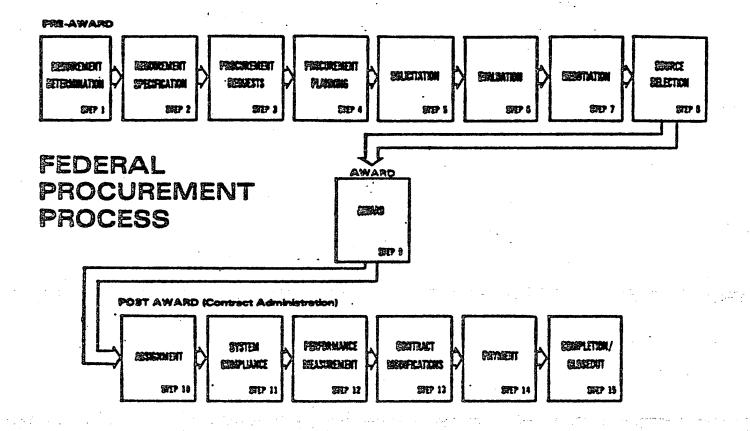
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REQUIREMENT DETERMINATION

FUNCTION	CONSIDERATION
O CONTINUOUS MISSION ANALYSIS	O UNSOLICITED PROPOSALS
O FORMAL NEED STATEMENT	O EXISTING DEFICIENCIES
O Program Formulation/Approval	O RISK ANALYSIS & TRADE-OFFS
O BUDGET AUTHORIZATION AND APPROPRIATION	O OPERATIONAL AND LOGISTICS REQUIREMENTS
O PROJECT SELECTION/APPROVAL	O IMPACT OF NOT MAINTAINING CAPABILITY
O ESTABLISH LIAISON WITH PROCUREMENT OFFICE	O INVENTORY STATUS
	O PROJECTED OBSOLESCENCE
	O ADEQUACY OF TECHNOLOGY BASE TO SUPPORT NEED
	O TECHNOLOGICAL/COST SAVINGS
	O BUDGET CONSTRAINTS
nana ng katalong kat	O IN-HOUSE VS. CONTRACT
	O GRANT VS. CONTRACT
	O AVAILABILITY FROM OTHER AGENCY (COORDINATE)
	o G0C0
	O MOBILIZATION/INDUSTRIAL PREPAREDNESS PLANNING
	O RELATE TO ONGOING PROJECTS, PLANS, AND COMPLETED EFFORTS
	o A-109

REQUIREMENT SPECIFICATION

FUNCTION	CONSIDERATION
O ESTABLISH PROGRAM MANAGMENT TEAM	O RISK ASSESSMENT
O ESTABLISH SATEMENT OF WORK	O MARKET RESEARCH AND ANALYSIS
PURCHASE DESCRIPTION	O ALTERNATIVE MEANS OF SATISFYING THE NEED
O LIST REQUIRED FEDERAL, MILITARY AND OTHER SPECIFICATIONS	O SUITABILITY OF COMMERCIAL PRODUCTS
O DETERMINE QUANTITY AND QUALITY REQUIREMENTS	O FUNCTIONAL VS. PERFORMANCE SPECIFICATIONS (Non-Restrictive)
O SET DELIVERY REQUIREMENTS	O AVOID TECHNICAL TRANSFUSION
O SPECIFY OTHER CONTRACT REQUIREMENTS, E.G.	O MANAGEMENT PLANS (TIME CONSTRAINTS)
- TECHNICAL DATA	O. NEED FOR TECHNICAL DIRECTION
 Management systems and data (CSCSC) 	O LEVEL OF RELIABILITY - MAINTAINABILITY
- TRANSPORTATION	- IST ARTICLE TESTING
- GFE/GFM	- PRODUCTION LOT TESTING
- Provisioning	- BARRANTIES
- REPORTING	O NEED FOR BID SAMPLES
O MAINTAIN LIAISON WITH PROCUREMENT OFFICE (ADVANCE PROCUREMENT PLANNING)	O WEED FOR OPTION QUANTITIES AND SPARES
FRUCUREMENT FLANNING)	O MANDATORY/DIRECTED SOURCES
	O FOREIGN PURCHASE
	O SECURITY CLASSIFICATION
	O PRIORITY RATING

PROCUREMENT REQUESTS

FUNCTION	CONSIDERATION
O PREPARE PROCUREMENT REQUEST (PR) CONTAINING ALL REQUIRE- MENTS O DEVELOP PROPOSAL EVALUATION AND SOURCE SELECTION CRITERIA	O ADEQUACY AND TIMELINESS OF FUNDS O INCREMENTAL FUNDING SCHEDULE O MINIMUM REQUIREMENTS
O PREPARE COST ESTIMATE	O ECONOMIC ORDER QUANTITY
O OBTAIN REQUIRED APPROVALS	O INVENTORY SAFETY LEVEL
O HAVE COMMITMENT OF FUNDS AFFIXED TO PR	O PRODUCTION LEAD TIME O REALISTIC DELIVERY
O FURNISH POTENTIAL SOURCE	O PAST PERFORMANCE OF CONTRACTORS
O MAINTAIN LIAISON WITH PROCUREMENT OFFICE	CONTRACTORS

PRE-AWARD PROCUREMENT PLANNING

	FUNCTION		CONSIDERATION
. ,	Assign contracting officer	0	MARKET CONDITIONS (COMPETITIVENESS)
0	ESTABLISH SOURCE EVALUATION BOARD	0	STEPS TO ENHANCE COMPETITION
0	ESTABLISH SOURCE SELECTION AUTHORITY		- BREAKOUT POTENTIAL - ECONOMIC ORDER QUANTITY
0	REVIEW PROCUREMENT REQUEST (STATEMENT OF WORK, DATA REQUIREMENTS, ETC.)		- SPLIT/COMBINE REQUIREMENTS
0	DEVELOP SOURCE SELECTION PLAN (REVIEW AND APPROVAL SOURCE SELECTION AND		- LEADER-FOLLOWER - SECOND SOURCE
.	PROPOSAL EVALUATION CRITERIA) CONDUCT MARKET SURVEY		- COMMERCIAL/FOREIGN SALES POTENTIAL
0	DEVELOP ACQUISITION PLAN (BUSINESS STRATEGY)	0	- Sources sought synopsis Small Business/LSA set-asides
	- DETERMINE TYPE OF CONTRACT/ INCENTIVES/PRICING ARRANGEMENTS	0	8(A) SCREENING MANDATORY SOURCES
	- Type of competition (PRICE, TECHNICAL, LCC, DESIGN TO COST)		- BLIND AND OTHER SEVERELY HANDICAPPED
	- OBTAIN NEGOTIATION AUTHORITY APPROVAL (D&F)		- FEDERAL PRISON INDUSTRIES - FEDERAL SUPPLY SCHEDULES
	- ESTABLISH CONDITIONS TO USE FORMAL ADVERTISING (2 STEPS)	0	- Excess PROPERTY PROCUREMENT HISTORY OF
	- Develop special clauses (e.g., economic price adjustment)	· 0	START UP COST
	- Approve deviations	0	FOLLOW-ON

STEP 4 (CONT'D)
MEXT PAGE)

PROCUREMENT PLANNING (Cont'd)

FUNCTION	CONSIDERATION
- ESTABLISH LEAD TIME STANDARDS AND MILESTONES	O IST ARTICLE APPROVAL REQUIREMENTS
O JUSTIFY/OBTAIN APPROVAL OF NON-COMPETITIVE PROCUREMENT	O QUALIFIED PRODUCT LIST O PERFORMANCE RISKS
 O OBTAIN CLEARANCES/DELEGATIONS ADPE CONSULTANTS Non-personal services 	O OPTIONS O MULTI-YEAR O CONTRACT FINANCING ALTERNATIVES
- AUDIO-VISUAL - PRINTING O OBTAIN PREVAILING WAGE DETERMINATION (DOL)	O ALTERNATIVE BID/PROPOSALS O PATENTS/PROPRIETARY DATA O PRIORITY AND ALLOCATION
DETERMINATION (DOL)	RATING

STEP 4.

SOLICITATION

	FUNCTION		CONSIDERATION
0	PREPARE Source LIST	0	QUALIFIED PRODUCTS LIST
0	PREPARE SOLICITATION	0	SERVICE CONTRACT ACT
	- TERMS AND CONDITIONS	. 0	DAVIS BACON ACT
	- SOW AND REQUIREMENTS	0	ADEQUACY OF SOLICITATION
	- SPECIAL CLAUSES		- COMPLETE STATEMENT OF REQUIREMENT
	- REPRESENTATIONS AND CERTIFICATIONS		- RESPONSE TIME ADEQUATE
	- Source Evaluation Criteria		- CONSISTENT WITH SOURCE SELECTION PLAN
	- GFE		- COST OR PRICING DATA
•	- PROPOSAL INSTRUCTIONS		- SUBCONTRACTING PLAN
	- SET-ASIDE STATEMENT		- BID SAMPLES
	- DOL WAGE DETER		- EVALUATION CRITERION AND PROPOSAL INSTRUCTIONS
0	CONDUCT SOLICITATION REVIEW BOARD	5.5	CLEAR
0	OBTAIN REQUIRED REVIEWS	0	AVAILABILITY OF GFM/GFE
	- LEGAL	0	ADHERENCE TO INTERNATIONAL PROCUREMENT CODE REQUIREMENTS
	- FUNDING	-0	FOLLOWUP ON "NO BID"
	- CONTRACTING		
0	MAIL SOLICITATION		
	- MAIL AMENDMENTS		. • •
	- POST PUBLICLY		
0	RESOLVE PROTESTS ON SOLICITATION		

PRE-AWARD EVALUATION

FUNCTION	CONSIDERATION
O OPEN BIDS/PREPARE ABSTRACT	O SECURITY OF OFFERS
O RECEIVE PROPOSALS	O ACCEPTANCE OF AMENDMENTS
O RESOLVE MISTAKES O DETERMINE TIMELINESS	O CONSISTENCY WITH SOLICITA-
O EVALUATE OFFERS	- TECHNICAL, MANUFACTURING, AND MANAGEMENT CAPABILITY
- DETERMINE LOW BID	- PAST PERFORMANCE
- TECHNICAL EVALUATION	- SUBCONTRACTING PLAN
- AUDIT AND PRICING -	- MAKE OR BUY PLAN
EVALUATION - WEIGHTED GUIDELINES PROFIT EVALUATION	- PATENTS, ROYALTIES, AND COPYRIGHTS
- RISK ANALYSIS	- COST ALLOWABILITY AND REASONABLENESS
- SUBCONTRACTS	- Forward Pricing Rate Agreements.
- ALTERNATE PROPOSALS	- ALTERNATE PROPOSALS
- CERTIFICATE OF COMPETENCY	- CONTINGENCY PLANS
O OBTAIN CLARIFICATIONS O ON-SITE EVALUATIONS	- MANAGEMENT SYSTEMS (COST- CONTROL, QUALITY, ETC.)
O CHECK DEBARRED AND SUSPENDED CONTRACTORS	O NEED FOR GOVERNMENT FINANCING
O DETERMINE COMPETITIVE RANGE	O CONTRACTOR'S TECHNICAL CAPABILITY
O PERFORM PRE-AWARD SURVEY	O MAINTAINING GREATEST
O PREPARE NEGOTIATION STRATEGY	PRACTICABLE DEGREE OF COMPETITION

PRE-AWARD NEGOTIATION

		FUNCTION		CONSIDERATION
	0	NOTIFY OFFERORS NOT IN COMPETITIVE RANGE	0	NEGOTIATION TEAM MEMBERSHIP NEGOTIATIONS CONDUCTED
	0	NEGOTIATION WITH OFFERS IN COMPETITIVE RANGE		- PRECLUDE LEVELING AND
	0	REQUEST BEST AND FINAL OFFERS (BAFO)		TRANSFERENCE - PRECLUDE AUCTIONING
		- OBTAIN COST OR PRICING DATA CERTIFICATION	0	PROPOSED PRICE FAIR AND REASONABLE
	0	EVALUATE CHANGES TO PRICE AND TECHNICAL PROPOSALS	0	BAFO PRICE REDUCTIONS JUSTIFIED
· `````	0	RESOLVE CONTRACTORS EXCEPTIONS	0	MEETING OF THE MINDS ATTAINED
	0	DOCUMENT NEGOTIATIONS		
	0	PREPARE REQUIRED BRIEFINGS/ REPORTS		

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FEDERAL PROCUREMENT PROCESS

PRE-AWARD

SOURCE SELECTION

FUNCTION	CONSIDERATION
O BRIEF SELECTION AUTHORITY	O BEST VALUE TO THE GOVERNMENT (LOW BID ON IFB)
O Source Decision	
O DOCUMENT DECISION AND AUTHORITY TO AWARD	O SELECTION CONSISTENT WITH SOLICITATION

AWARD

	FUNCTION	CONSIDERATION
0	REVIEW CONTRACT - EEO COMPLIANCE - SPECIFIC PAYMENT PROVISIONS (A-125) - REQUIRED REFERENCES SPECIFIED, ETC. REVIEW PERFORMANCE AND BONDS LEGAL REVIEW	O CONTRACT CONSISTENT WITH SOLICITATION O IS CONTRACT COMPLETE, UNAMBIGUOUS AND UP-TO-DATE? O LEGAL SUFFICIENCY O FAIRNESS/REASONABLENESS O TIMELY NOTIFICATIONS O ACCURATE DATA REPORTING
z su tar,	- LEGAL SUFFICIENCY - AWARD PROTESTS - OCI REVIEW	O LOOK FOR ENHANCED COMPETITIVE OPPORTUNITIES IN DEBRIEFINGS
0	REVIEW JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT REVIEW JUSTIFICATION FOR ACCEPTANCE OF UNSOLICITED PROPOSAL	
0 0	FINALIZE PROGRAM MANAGEMENT ORGANIZATION EXECUTE CONTRACT SYNOPSIZE IN CBD CONGRESSIONAL NOTIFICATION	
0	NOTIFY UNSUCCESSFUL BIDDERS/OFFERORS RETURN BID BONDS TO UNSUCCESSFUL OFFERORS	

STEP 9 (CONT'D)
MEXT PAGE)

FUNCTION	CONSIDERATION
O ACCEPT BONDS AND ISSUE NOTICE TO PROCEED	
O DEBRIEF WHEN REQUESTED	
O REPORT TO DATA SYSTEM	
O DISTRIBUTE COPIES OF CONTRACT O PREPARE "LESSONS LEARNED"	
	a makaya ng taon na Sambaya ng Pamaya ng Pilipina a taong ng palika.

POST AWARD (Contract Administration) ASSIGNMENT

FUNCTION	CONSIDERATION
O ASSIGN CONTRACT TO ACTIVITY FOR CONTRACT ADMINISTRATION	O INTERAGENCY CROSS-SERVICING ARRANGEMENTS
O SPECIFY FUNCTIONS DELEGATED	O DEGREE OF GOVERNMENT INVOLVE- MENT/ENGAGEMENT
O CLARIFY ROLES OF ACO/PCO/ AUDITORS/AUTHORIZED REPRESENTATIVES	O ADEQUACY OF CONTRACT ADMINISTRATION OFFICE
O IDENTIFY SPECIAL CONDITIONS AND REPORTING REQUIREMENTS	RESOURCES O COMPATIBILITY OF PROGRAM MANAGER, PCO, AND ACO RESPONSIBILITIES
O CONDUCT POST-AWARD URIENTATION CONFERENCE	_
·	O CRITICALITY
	O QUALITY ASSURANCE REQUIREMENTS
	O SECURITY

POST AWARD (Contract Administration) SYSTEM COMPLIANCE

	FUNCTION	CONSIDERATION
0	REVIEW AND MONITOR CONTRACTOR'S SYSTEMS	O DURATION, COMPLEXITY, URGENCY, DOLLAR VALUE, AND TYPE OF CONTRACT
,	- Purchasing	O GOVERNMENT/COMMERCIAL
	- QUALITY CONTROL	BUSINESS MIX
	- PROPERTY MANAGEMENT	O COST ACCOUNTING STANDARDS AND DISCLOSURE STATEMENT
	- Estimating	o Effectiveness of contractor's
No. Charges a	- ACCOUNTING	SYSTEM
	- PERSONNEL (EEO)	o Maximum use of contractor's
	- WAGES AND BENEFITS	CURRENT MANAGEMENT DATA TO SATISFY GOVERNMENT
- Pension	NEEDS	
	- CONFIGURATION CONTROL	O COST VERSUS BENEFIT OF DATA GENERATED
•	- Insurance	
and the second of the second o	- Socio-Economic Policies	
	- Small Business	
	- FINANCIAL MANAGEMENT	
	- PRIORITY RATING	
٠	- SECURITY	
	- LABOR RELATIONS	
0	CONSENT TO PLACEMENT OF SUBCONTRACTS	

POST AWARD (Contract Administration) PERFORMANCE MEASUREMENT

	·		
	FUNCTION		CONSIDERATION
	SURVEILLANCE OF PERFORMANCE - ENGINEERING - PRODUCTION - COST CONTROL - SCHEDULING - QUALITY ASSURANCE (INSPECTION, CORRECTION OF DEFECTS, ACCEPTANCE) - DELIVERIES	0	Maintaining Formal and Informal Government Management Team and Contractor Communications Handling Disagreements In A Professional Manner PCO Involvement In Changes To Contract Requirements Understanding the Contractor's systems and methodologies Analysis of Cost and Schedule variances
0 0	- PROGRESS PAYMENTS WARRANTY ADMINISTRATION CHANGE IMPLEMENTATION FUNDS STATUS EVALUATE AND PROCESS WAIVERS TO CONTRACT REQUIREMENTS ADMINISTER AWARD FEE AND INCENTIVE FEE PLANS		PROPER MONITORING OF DIRECT AND INDIRECT COSTS

POST AWARD (Contract Administration)

CONTRACT MODIFICATIONS

	FUNCTION	CONSIDERATION
	EVALUATE - COST PROPOSALS ON CHANGES - PROPOSED SCHEDULE ADJUST- MENTS - PRICE PROPOSALS FOR UNPRICED ORDERS UNDER BOA'S - VALUE ENGINEERING CHANGE PROPOSALS, ETC. NEGOTIATE - EQUITABLE ADJUSTMENTS FOR CHANGES - CHANGES TO INTERIM BILLING RATES - FORWARD PRICING AGREEMENTS - ADJUSTMENTS UNDER ECONOMIC PRICE ADJUSTMENT CLAUSE - CONSIDERATION FOR DELIN-	O CONTRACTORS PURCHASING AND PRICING SYSTEMS O IN-PLANT ENGINEERING REVIEW O AUDIT FINDINGS O TIMELINESS IN PRICING CHANGES O CONTRACTOR'S - OVERHEAD RATES - COMPENSATION STRUCTURE - INSURANCE PLAN - ACCOUNTING SYSTEM O SCOPE OF THE CONTRACT
0	QUENCY, ETC. EXECUTE CONTRACT MODIFICATIONS - ADMINISTRATIVE CHANGES/ADJUSTMENTS - ENGINEERING CHANGES - NEW WORK - SPARES AND OTHER PROVISIONING - CANCELLATION CHARGES UNDER MULTI-YEAR, ETC.	STEP 13

POST AWARD (Contract Administration)

PAYMENT

FUNCTION	CONSIDERATION
O VERIFY AND MAKE PAYMENT TO CONTRACTORS	O APPROVAL OF CONTRACTOR'S ACCOUNTING SYSTEM
- Progress payments	O CURRENCY OF OVERHEAD AND BILLING RATES
- Cost contract payments - Delivery Payments	O RECOUPMENT OF PROGRESS PAYMENTS
- SPECIAL PAYMENTS (AWARD FEE, ETC.)	O VALIDITY OF PROGRESS PAYMENTS IN LIGHT OF
- Final payment O Administer withholding and Offset requirements	PERFORMANCE O EXPEDITIOUS HANDLING OF INVOICES, RECEIVING REPORTS, ETC.
O ENFORCE SPECIFIC PAYMENT	O NOTICE OF COST INCURRED CEILING
O MANAGE SPECIAL BANK ACCOUNTS O MINIMIZE RETAINAGES	O NOTICE OF PROJECTED AND ACTUAL OVERRUN

POST AWARD (Contract Administration)

COMPLETION/CLOSEOUT

	FUNCTION		CONSIDERATION
0 0 0		0	INTERIM SETTLEMENT OF RATES TO EXPEDITE CLOSEOUT P.L. 85-804 OR OTHER EXTRA-ORDINARY RELIEF
0	DETERMINE INCENTIVE AND AWARD FEES		
0	DEOBLIGATE EXCESS FUNDS		
0	DOCUMENT CONTRACTOR'S PERFORMANCE		
0	RETIRE OFFICIAL FILES		
The second second second	العرشين والمركزين والمعرفين والمرازي والمرازية والمأني أوريوا والمحاول والمحاورة والمرازية	No. 1 8 4 5	e de len aggigger konsen ag falle find af fem ag af da da gemen end ket falle.